



Design/DRB Liaison

Job Code: 2048

Originated: 9/2006

Salary Grade: 2166

FLSA: Exempt

Revised:

EEO Code: 20

Supervisory: No

HR Ordinance Status: Unclassified

CLASS SUMMARY

The Design/DRB Liaison exists to manage the review process for cases requiring Development Review Board approval. The Design/DRB Liaison serves as the staff representative for the Development Review Board and is the lead design authority for case review. This position coordinates with Advanced Planning regarding design issues for master plans and area studies.

DISTINGUISHING CHARACTERISTICS

This position has oversight over staff in regards to report preparation, graphic presentations and scheduling for the DRB (Design Review Board). Work is performed under general supervision of the Director, Current Planning and Director, Advance Planning, Policy and Design.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Acts as the liaison to the Development Review Board, setting meeting agendas, reviewing and approving staff reports, making presentations and addressing questions and concerns of the Board members.
- Reviews cases regarding architecture and design and acts as a design resource for project managers.
- Acts as project manager for high profile cases involving design based issues.
- Reviews and approves all DRB staff reports.
- Reviews and revises DRB stipulations (Special Projects).
- Works with Coordinators to resolve DRB case issues.
- Insures that a comprehensive stipulation package is assembled for all DRB cases.
- Assists in the more difficult review and code interpretation questions.
- Sets DRB agendas and acts as the interface between the DRB and staff.
- Attends and participates in Development Review Committee meetings.
- Participates as a member of the management team (Core Team).
- Responds to inquiries concerning related ordinances, codes, procedures and policies.
- Monitors DRB Case tracking process.
- Recommends and implements DRB review process changes as necessary.
- Organizes at least one DRB Retreat per year.

- Coordinates with Advanced Planning and Design regarding the Downtown Plan and Design Guidelines Update; South Corridor Revitalization Study-Streetscape Design; Master Plan/Corridor Studies; Design Studio Development and Programming and Form Code Analysis.
- Applies city codes, ordinances, regulations, design guidelines and general plan pertaining to zoning, land use and site development.
- Consults with the Director, (Current Planning), Director (Advance Planning, Policy and Design), Chief Planning Officer, General Manager and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Provides information and assistance to the public, city officials and other departments, or other individuals concerning city codes, land development regulations, zoning regulations, interpretation of codes/regulations, application and review processes, approvals, development projects and procedural issues; meets with developers/agents regarding development plans; responds to complaints, researches problems and initiates problem resolution.
- Communicates with supervisor, employees, other divisions, other departments, city officials, government agencies, advisory boards, developers, consultants, the public, outside agencies and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Attends meetings, serves on committees and makes presentations as needed.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Principles and practices of Urban Planning

Development issues and the development process

Land use law, zoning and subdivision regulation

Urban design, site design principles, building design, Architecture and

Landscape Architecture

Building code interpretations and principals as they relate to plan review

Project management and organization principles

Ability to:

Effectively organize work and manage deadlines

Exercise considerable initiative and independent judgment

Listen and communicate effectively with a diverse group of people

Understand and interpret city development ordinances, stipulations, codes, policies and procedures

Read and interpret plans and specifications

Prepare and present effective oral and written reports to the Development

Review Board and City Council

Provide concise and accurate information verbally and in writing to the development community and obtain their input on the review process

Provide input related to site and building design for current development approval and advanced planning studies

Provide quality customer service

Establish and maintain effective working relationships with co-workers, supervisors, the development community, City officials and the general public

Education and Experience

A Bachelor's degree from an accredited college/university in Architecture, Urban and Regional Planning or a related field and seven years of progressively responsible experience in urban planning with a site and building design focus required. A Master's degree in Architecture or Urban and Regional Planning is preferable

Licensing and Other Requirements

Must possess and maintain a valid Arizona Drivers License with no major driving citations in the last 39 months.

SUPERVISION RECEIVED AND EXERCISED

The Design/DRB Liaison works with considerable independence and has oversight over technical and professional staff in regards to report preparation, graphic presentations and scheduling for the Development Review Board. Work is performed under general supervision of the Director, Current Planning and the Director, Advance Planning, Policy and Design.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Operates a variety of standard office equipment, including a personal computer that require continuous and repetitive eye and arm, or hand movement.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.